

Purpose

Purpose

Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

The **Reminder of Dates** service is located on the main *My Work Overview-->Tasks and Alerts* default page in MSS. Managers will use the Reminder of Dates to monitor upcoming important dates and reminders for his/her employees.

The following reminders are displayed:

Tasks - Such as: Career Eligibility, EPMS Review Date, FMLA End Date, Military Leave Exp, Trial Period End, etc.

Birthdays - Day and Month only (not year or age)

Anniversary Dates - Anniversary with the State (1, 5, 10, 15, 20, etc.).

This service in MSS is for display only -- Managers cannot change this information or create new reminders or tasks. The information displayed in this service is how it appears in the State's HR system of record. Therefore, if any of this data is incorrect, it is imperative that the Manager contacts their HR Department to initiate the necessary corrections.

Trigger

Use this service in Manager Self-Service (MSS) to display important dates and reminders.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ MSS ➔ My Work Overview ➔ Tasks and Alerts ➔ Reminder of Dates

Transaction Code

MSS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

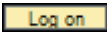
Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome msstrain5, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | Employee Self-Service | Manager Self-Service

Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities directly in their hands. Through MySCEmployee state employees can, among other activities, enter and submit time for manager approval, access pay statements, maintain bank details for direct deposit, submit leave requests, view various quota balances, update mailing addresses, and search for other state employee's contact information.

News Of Interest

- Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, such as addresses, emergency contacts, social security number and date of birth soon after go-live.
- Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not yet supported by the system.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- SCEIS

5. Click the **Manager Self-Service** tab

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Overview

Tasks and Alerts

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
 - My Team
 - My Organization
 - My Reports

Universal Worklist

Tasks (5 / 5) | Alerts | Notifications | Tracking

Show: New and In Progress Tasks (5 / 5) | Select a Subview... | All

Create Task | Show Filters | Hide Preview

Subject	From	Sent	Priority	Due	Status
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New

Row 1 of 5

John D. Anderson's Leave Request

Sent: Today by esstrain5
Status: New
Priority: Normal

You can also:
[Display Details in SAP GUI](#)
[Create Ad-Hoc Request](#)

Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.
To view the worklist, start the Web application for approving leave



MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Scroll to the bottom of the 'Tasks and Alerts' page to display the **Reminder of Dates**.

Welcome msstrain5, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome Employee Self-Service Manager Self-Service

Overview

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Attachments

Type	Title
Document	Document Database: W: DEA78ABC917A19F198FB0014C257C90D

Launch WebDynpro Forward Assign To Me

Reminder of Dates

September 2009 Dates/Task for All Employees

Date	Event	Name
9/12/2009	Date of Birth	Dickerson S. Michelle
9/26/2009	Career Eligibility	Dickerson S. Michelle
9/30/2009	Date of Birth	John D. Anderson
9/30/2009	FMLA End Date	John D. Anderson

Row 1 of 4

Display Month Previous Next



Reminders for the current month display will default.

To display other months, use the links to scroll: [Display Month Previous](#) | [Next](#)

6.1. To view the details of a particular event, click link in the 'Event' column.

Monitoring of Tasks

Monitoring of Tasks

Name: Dickerson S. Michelle

Status	Date	Reminder	Task
New task	9/26/2009	9/26/2009	Career Eligibility

Row 1 of 1

Data from 9/26/2009 to 9/26/2009

6.2. To view the master data of a particular employee, click a link in the 'Name' column.

General Data			
General Data			
Dickerson S. Michelle 00008895			
Contract Data		Communication Data	
Contract Text:	Covered	E-Mail Address:	SCEIS_NOTIF@SCEIS.SC.GOV
Start Date:	1/1/2009	Office:	
Cap.Util.Lvl:	100	Telephone:	803-832-1901
Organizational Assignment Organizational Assignments		Personnel Structure	
Org. Unit:	AGRICULTURAL SERVICES DIVISION	Personnel Area:	DEPARTMENT OF AGRICULTURE
Position:	PROGRAM COORDINATOR II	Pers. Subarea:	ADM-ADM/PG MGMT
Cost Center:	COMMISSIONER'S OFFIC	EE Group:	CLASSIFIED FTE
Payroll Area:	SC Semi-monthly	EE Subgroup:	FT-EX W/INS & LV

Result

You have displayed important dates and reminders for your employees.